

# New Teacher Training

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- Staff Acceptable Use Policy  
<http://www.england.k12.ar.us/?DivisionID=10827&DepartmentID=11702&ToggleSideNav=ShowAll>
  - Read
  - Sign
  - Return to Office
- Student Acceptable Use Policy-Go over policy with students--  
<http://www.england.k12.ar.us/?DivisionID=10826&DepartmentID=11706&ToggleSideNav=ShowAll>
- BYOD
  - Staff Information Sheet  
<http://www.england.k12.ar.us/?L=2&DivisionID=10827&DepartmentID=11702&TabNo=2>
  - Student Policy– Go over policy with students
    - Located on website under Parents/Students-Policies
- Username and Password – firstname.lastname, Lions2014
- Student Username & Password – firstname.lastname, Lions2014
- Passwords must be at least 8 characters with 3 of the 4 rules—uppercase, lowercase, number or symbol
- Computer Profiles – Set up on one computer in labs and carts
- District Web Site (<http://england.k12.ar.us>) – Useful information; Wikispace, website calendar can be exported to Outlook
- School Web Sites (<http://ees.england.k12.ar.us> and <http://ehs.england.k12.ar.us>)
  - Teacher pages and Activity Pages – must log into school web page to activate account
- Inventory – Check your Inventory and email me any changes
- Teacher Access Center (TAC)/Home Access Center (HAC)
  - Teacher Guides are located on our ESD Wikispace under Training Handouts. Wikispace is on our district website.
  - Single Sign On (SSO) – <http://www.apscn.org> – Security-Security Resources – Single Sign On (SSO)
- Student GPS Dashboard (<http://adeedfi.arkansas.gov> or <http://www.apscn.org>) – Student grades, test scores, transcripts, parent information, medical info
- Student ASIS Dashboard <http://adeasis.arkansas.gov> – Site used to enter local interventions such as TLI, Dibels, DRAs, etc.
- Application Software for Students – Office 2010  
EES – Compass, Flocabulary, Brainpop,  
EHS—Apex, Brainpop, Adobe at high school
- Google Apps for Education (<https://www.google.com/a/england.k12.ar.us>) – Google

Documents (Document, Spreadsheet, Presentations, Forms and Surveys)

- Username is school email address, Password is synced with Active Directory.
- District Wireless – Main Building- AH-LKF for Staff (Eh\$Lion1), AH-LKS for Student Laptop Carts, and AH-LKG for Guests (Eh\$Lion3), AH-BYOD for personal devices (Eh\$Lion4). Please only give AH-BYOD password to students.
- Maintenance Issues - Contact Justin Coleman (EHS) or Amanda Bogy (EES).
- Technical Maintenance Issues - Spiceworks
- Windows Updates – Usually on Tuesdays
- Security – Laptops must be encrypted (do not leave encryption passwords taped on computer); use encrypted jump drives when saving any student or staff data (Use Truecrypt to encrypt jump drives)
- Backups – You are responsible for backing up any data on local computer. If you have any Personal folders in email, you will need to back that up also.
- ESCWorks ([http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc)) – Staff Development Record
- Triand (<http://mytriand.com>) – Students Transcripts, Lesson Plans, IEPs and Interventions
  - Create User and in Profile list school and job title
- Nutrikids – Cafeteria program
- Email – MS Outlook 2010 (local on laptop) and Web Outlook 2010
- Office 2010-Can install on home computers
- Connect 5 – Emergency Notification System
  - Make sure all demographic info is up-to-date
- Destiny – Library software
- Teacher Laptops – Sign Technology Device Check-out Policy Responsible, Battery
- Student laptop carts and computer labs – Schedule and leave in good condition.
- Printers/Copiers/Scanners
  - Use instead of classroom printer as much as possible
  - Use Print Preview
  - Conserve paper and cartridges—do as much online as possible
  - Use computer code (Kyoceras – 4 digit-SN, Sharp – 5 digit-0+SN) and do not share with students

- Scan instead of fax